The Course Planning and Delivery Tools are an integral part of the ServSafe® Instructor Complete Toolkit and provide ServSafe Certified Instructors like you with information and ideas to teach the ServSafe course effectively.

This course emphasizes that comprehensive food safety training is part of a successful food safety management system. Employees trained in food safety can help raise the quality of their operations, lower costs, and increase profitability. Most important, employees who follow good food safety procedures and make sound decisions can help keep their customers safe.

Overview of Program Components

The ServSafe Instructor Complete Toolkit is comprised of the ServSafe Essentials; ServSafe Coursebook; and ServSafe Instructor Deluxe CD-ROM; which includes the Course Planning and Delivery Tools, Leader's Guides, Food Safety Showdown! game, and other Instructor support tools. The flexible materials in this kit can be adapted to different training situations when using either ServSafe Essentials or ServSafe Coursebook.

- **ServSafe Essentials.** This book is designed to enhance learners’ abilities to learn and retain the food safety knowledge essential to keeping their operations safe. Key food safety information is presented with visuals and minimal text. The book is recommended for a one-day or two-day teaching format. It offers a variety of activities that can be used to deliver, reinforce, and review content.

- **ServSafe Coursebook.** This book is a comprehensive presentation of the latest information in the science of food safety and best practices in the industry. It is recommended for an extended-time teaching format. An excellent reference tool, it includes extensive lists of additional resources at the end of each chapter.

- **ServSafe Instructor Deluxe CD-ROM.** This CD-ROM includes:
  - **Course Planning and Delivery Tools.** These are the necessary tools for planning and presenting the ServSafe content. These tools, which include Leader's Guides, PowerPoint® presentations that support the Leader's Guides, and training tips for Instructors, are very helpful for preparing to teach a ServSafe class.
  - **Food Safety Showdown!** This is an interactive, dynamic, and fun game that allows you to review and reinforce key course content with your learners. There are two versions of this game, each with different questions.
  - **Activities.** These activities can be used during class and include real-world scenarios, case studies, and quizzes you can download. All will assist you in presenting, practicing, and reviewing ServSafe content.
  - **Practice Tests and Answer Keys.** Two practice tests are available. The 80-question diagnostic test is designed to be sent to learners before class. By using the included answer key, learners can determine their areas of weakness and can study the appropriate content in ServSafe Essentials prior to class. The 40-question Practice Test offers a practical and flexible tool for use as a quiz or learning exercise to measure learners’ levels of comprehension. Separate answer keys provide flexibility for grading by the Instructor or by the learner as a homework assignment. Also included is a comprehensive set of answers for all activities found throughout ServSafe Essentials and ServSafe Coursebook.
Instructor Resources. These online tools allow easy access to the Instructor Resource Center, the Examinee Handbook, and guidelines on using the ServSafe logo to market your classes.

Preparing for the Training Session

1. Select the appropriate Leader's Guide to use.
2. Use the materials and equipment suggested in the Leader's Guide to prepare for your session.
3. Incorporate the following additional information into the training session.
   - Your company or corporate policy
   - Local laws
   - Guidelines from your State Restaurant Association